

**1 MAY 1997**



**History**

**HISTORICAL INFORMATION, PROPERTY,  
AND ART**

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Informed perspectives based on historical information enable the Air Force to understand the present and plan for the future while remembering its heritage. The Air Force needs a well-structured history program to gather that information and mold those perspectives. The Air Force needs a viable museum system to collect, conserve, and display examples of its material culture and technology. The Air Force needs a vibrant art program to acquire and display works of art that portray its mission and history. This directive establishes policies for collecting, preserving, organizing, retrieving, interpreting, and employing historical information, historical properties, and art to keep a comprehensive record of the Air Force's mission accomplishment and meet future needs.

**SUMMARY OF REVISIONS**

This revision changes the title, incorporates the Air Force Art Program, expands coverage of the USAF Museum System, adds a paragraph on purpose and functions, states policy on serving customers outside the Air Force, adds metrics for managing historical property and art, and makes extensive editorial changes.

- 1. Purpose.** The purpose of the Air Force History Program is to perform the following major functions:
  - 1.1. Collect, record, and preserve valuable historical information in both peace and war.
  - 1.2. Research and analyze historical information to write, publish, and distribute objective publications on past Air Force activities.
  - 1.3. Provide historical perspective, advice, and factual data to Air Force leaders at all levels.
  - 1.4. Answer information requests and assist other agency and individual researchers.
  - 1.5. Promote institutional heritage and awareness of air and space power within the Air Force.
- 2. Policies.** The following policies support the purpose and needs described above.

- 2.1. Air Force organizations, wing level and above (plus unique or independent groups or squadrons) will prepare periodic histories to serve as a permanent record of their missions, basic structure, key data, and important activities.
- 2.2. Air Force organizations will ensure their historians are integral members of commanders' staffs with access to all information needed to compile an accurate and comprehensive historical record.
- 2.3. To enhance the Air Force's institutional memory, historians will provide commanders, staffs, and other customers with historical publications and timely background information relevant to current issues and actions.
- 2.4. To preserve and display its material heritage, the Air Force will operate a national museum, which major commands may supplement with field museums, displays of aerospace vehicles, and other historical property holdings.
- 2.5. To portray its history and culture, the Air Force will accept, maintain, and display the works of professional artists.
- 2.6. During war and contingency operations, Air Force organizations will thoroughly document their involvement to preserve detailed information as a basis for analysis and lessons learned, and they will support historical property collection teams in obtaining US, allied, and enemy equipment and artifacts for museums and historical displays.
- 2.7. History offices and museums will endeavor to inform and educate the public about the history of the Air Force and the importance of air power.
- 2.8. As a means of fostering esprit de corps and identifying its heritage, each Air Force organization will have a unique lineage and distinctive heraldry.
- 2.9. To ensure an effective museum system and art program, Air Force organizations will properly account for, protect, and exhibit historical property and Air Force art in their custody.

**3. Responsibilities.** The following responsibilities and authorities implement the policies stated above.

- 3.1. The Air Force Historian (HQ USAF/HO) is responsible for: setting standards for historical products and services; managing the Air Force History Support Office (AFHSO), the Air Force Historical Research Agency (AFHRA), and the USAF Art Program; and providing guidance and policy for the United States Air Force Museum System.
- 3.2. The AFHSO is responsible for preparing books, studies, and other publications; supporting Headquarters Air Force, government agencies, and individuals with historical analysis and research; and performing educational activities.
- 3.3. The AFHRA, as the Air Force's central historical repository, furnishes information throughout the Air Force and to other agencies, institutions, and individuals. It is responsible for collecting, organizing, and disseminating USAF and air power related history, providing research services, compiling and approving organizational lineage, honors, and heraldry actions, and supporting wartime and contingency operations.
- 3.4. The USAF Museum, a primary subordinate unit of Air Force Materiel Command, is the Air Force's national museum and is responsible for managing the acquisition and care of historical property and serving as the Air Force's focal point for interfacing with other museums worldwide.

3.5. Historians at major commands (MAJCOM) and other field organizations are responsible for preparing periodic histories and other historical publications according to standards and requirements established by HQ USAF/HO.

3.6. To ensure uniformity and adherence to standards, MAJCOMs are responsible for overseeing and assessing the historical products and historical property management of subordinate organizations.

3.7. Chaplains are responsible for providing historical information under the guidance of the Office of the Chief of the Chaplain Service. MAJCOM-level surgeons are responsible for preparing medical historical reports under the guidance of the Office of the Air Force Surgeon General.

#### 4. Terms Explained:

**4.1. Air Force Art** consists of paintings and sculptures that portray people, equipment, activities, facilities, and other subjects related to the United States Air Force and its predecessor organizations in the U.S. Army. The Air Force Art Collection comprises historically significant works of Air Force Art, mostly donated by professional artists, controlled through a central inventory by the Air Force Art Branch (HQ USAF/HOI).

**4.2. Documentation** consists of paper and other records, including electronic, used by historians to substantiate decisions and actions, to prepare historical publications, and to provide research and reference services.

**4.3. Heraldry** consists of emblems, mottoes, and designations of establishments and units as depicted respectively on shields and disks.

**4.4. Historical Properties** consist of aerospace vehicles, weapons, equipment, supplies, personal property, and other physical manifestations of the Air Force's heritage designated as artifacts by the Director, USAFM.

**4.5. Historical Publications** are periodic histories of organizations (normally annual or semiannual), books, studies, articles, pamphlets, documentaries, and reference works.

**4.6. Honors** recognize USAF participation in combat or meritorious achievement. They appear as service, campaign, Armed Forces Expeditionary, and decoration streamers affixed to the organizational flag of an establishment or to the guidon of a unit.

**4.7. Lineage** is the tracking of actions affecting the status of an organization over time.

**4.8. Repository** is a place where historical publications and documentation are stored and safeguarded.

**5. Related Guidance.** Closely related guidance is found in AFPD 38-5, *Unit Designations*; AFI 84-101, *Historical Products, Services, and Requirements*; AFI 84-102, *Historical Operations in Contingency and War*; AFI 84-103, *Museum System*; AFI 84-104, *Art Program*; AFI 36-2863, *History Awards*; AFMD 30, *Air Force Historical Research Agency*; and AFMD 53, *Air Force History Support Office*.

6. See **Attachment 1** for metrics used to measure compliance with policies.

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Air Force Historian

## Attachment 1

### MEASURING COMPLIANCE WITH POLICY

**A1.1.** Compliance with policy will be statistically assessed by measuring timeliness of periodic histories, extent of reference services, annual inventories of Air Force historical property, and annual inventories of the Air Force Art Collection.

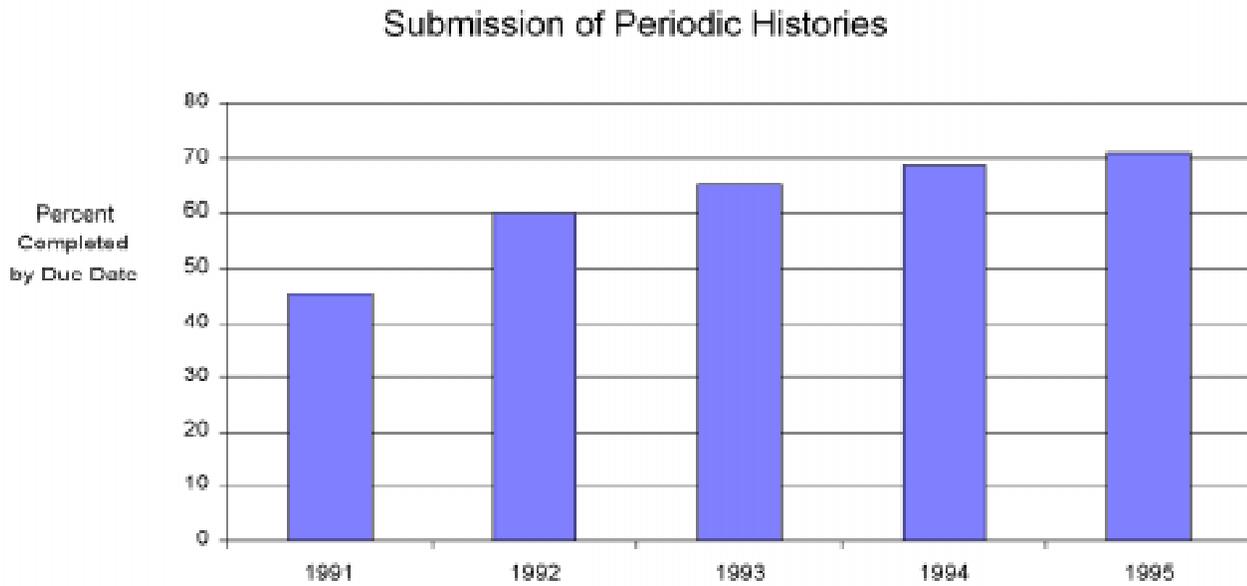
A1.1.1. The policy to preserve, organize, and interpret information by preparing histories of Air Force organizations will be assessed by displaying on-time submission rates (**Figure A1.1.**). Measurement data will be gathered through RCS: HAF-HO(SA)8202, *Historical Activity Report*, submitted to HQ USAF/HO by each MAJCOM, DRU, and FOA with assigned historians. (This report is designated emergency status code C-2, but any reporting by message will be discontinued during MINIMIZE conditions.) Data will be displayed on column graphs prepared annually and showing trends over a 5-year period. Annual histories submitted within seven months after the end of the reporting period, semiannual histories submitted within 4 months of the end of the reporting period, and those meeting approved extended due dates will be counted as on time--with the overall goal being a 75 percent on-time submission rate.

A1.1.2. The policy to retrieve, interpret, and employ historical information by providing background information and answering queries will be measured by dividing the total number of requests for information processed within the Air Force History Program by the number of assigned historians to present the average number of such requests per historian. Measurement data will be gathered through RCS: HAF-HO(SA)8202, *Historical Activity Report*, submitted to HQ USAF/HO by each MAJCOM, direct reporting unit, and field operating agency with assigned historians. (This report is designated emergency status code C-2, but any reporting by message will be discontinued during MINIMIZE conditions.) Data will be displayed on column graphs prepared annually and showing trends over a 5-year period (**Figure A1.2.**). In responding to customer requests, top priority must go to the timely support of commanders and staffs. Customer satisfaction will be assessed by locally administered customer feedback forms and periodic sample surveys of commanders, staff members, and other key customers.

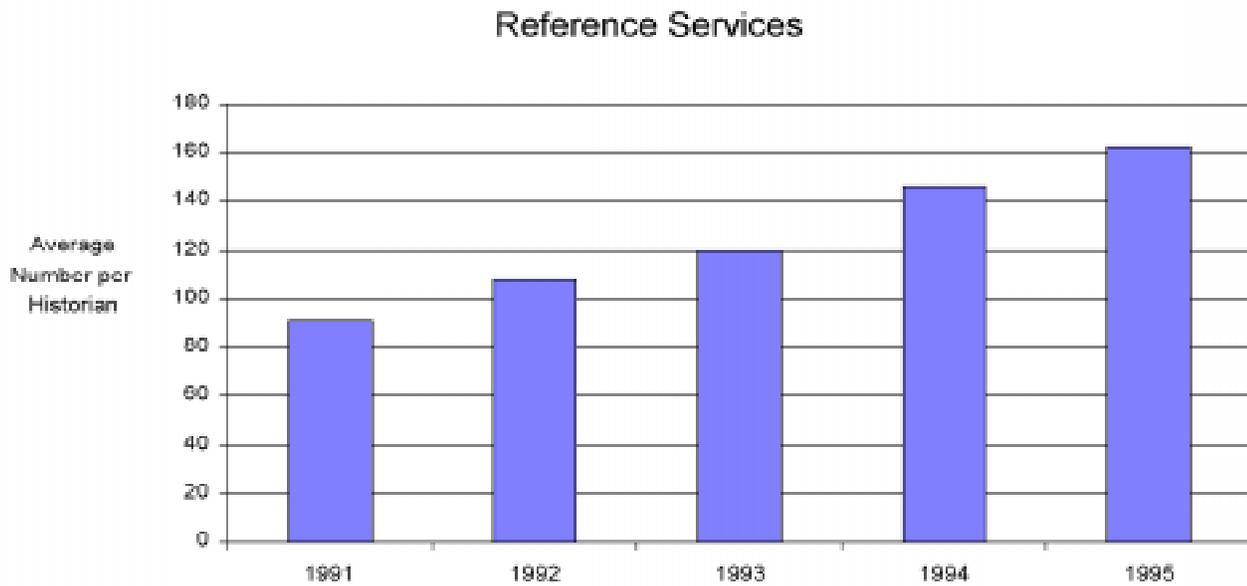
A1.1.3. The policy to properly account for historical property in the custody of Air Force organizations will be measured by the percentage of custodians who conduct annual inventories and submit their Report of Historical Property, RCS: HAF-HO(A)8801, during the two months allotted. (This report is not submitted by message and is designated emergency status code D.) Data will be displayed on column graphs prepared annually and showing trends over a 5-year period (**Figure A1.3.**), with the goal being a 95 percent response rate.

A1.1.4. The policy to properly account for Air Force Art on loan to Air Force organizations will be measured by the percentage of accountable officers who conduct inventories of these accounts no less than annually and submit the results to AF/HOI within the two months allotted. (This report is not submitted by message and is designated emergency status code D.) Data will be displayed on column graphs prepared annually and showing trends over a 5-year period (**Figure A1.4.**), with the goal being a 95 percent response rate.

**Figure A1.1. Metric for Submission of Periodic Histories (with actual data).\***



**Figure A1.2. Metric for Reference Services (with actual data).\***



\* Numbers for 1991 were artificially low because of deployment of more than 50 historians during the Gulf War.

**Figure A1.3. Metric for Annual Historical Property Inventories (with notional data).**



**Figure A1.4. Metric for Annual Art Inventories (with notional data).**

